

4 September 1981

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MEMORANDUM FOR: New Building Task Force
[redacted]
4E50 Headquarters

FROM: Acting General Manager
Northwest Federal Credit Union

SUBJECT: Clarification of Memo dated 18 August 1981
"Space Requirements"

REFERENCE: Memo dated 18 August 1981 from General
Manager to the New Building Task Force.

In order to put the figures presented in the reference memo in perspective, the following is submitted:

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1. At the present time, including the move in October of portions of the Credit Union to [redacted] we will be utilizing approximately 14,000 sq. ft. at [redacted] 4,000 sq. ft. at Headquarters; 1,000 sq. ft. at Ames Building; 500 sq. ft. at [redacted] and approximately 600 sq. ft. at [redacted]

The total present utilization of space by the Credit Union totals approximately 20,200 sq. ft.

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2. Within the next five to ten years, the new and expanded services and the expansion of the field of membership will double our present space requirements. The purchase of [redacted] has taken these factors into account and would be utilized for that purpose if a new Agency building had not been anticipated. The [redacted] building contains approximately 48,000 usable sq. ft. of office space with the Credit Union planning for its full use at the end of ten years.
3. The new and expanded services include, 30 year mortgage loans, credit cards, more tellers and loan counselors. With the expanded field of membership, and once a member always a member, the number of accounts could double requiring additional employees in all areas of the Credit Union operations.

4. In conclusion, the estimated space requirements of the Credit Union at the end of a ten year period is reasonably estimated to be approximately 50,000 sq. ft. This includes two branch offices if the proposed buildings are separated from the present Headquarters building, but would be reduced to one larger office if the buildings are combined. The memo of 18 August 1981 is resubmitted for your inclusion in the plans for a new Agency building.

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Assistant General Manager